

## **JOB OPPORTUNITY**

*November 15, 2006*

**Posting Date**

### **MASSACHUSETTS TRIAL COURT**

Job Description and Qualifications  
for

*Building Supervisor at the Clinton Training Academy*

OFFICE OF THE COMMISSIONER OF PROBATION

*All applications must be received by: November 29, 2006*

#### **POSITION SUMMARY:**

Working at the Probation Training Academy in Clinton, MA the position of Building Supervisor at the Clinton Training Academy is responsible for the cleaning and maintenance of all academy rooms as well as for performing groundskeeping duties.

#### **MAJOR DUTIES:**

Sweeps and wet mops all wood and tile floors using hot water and the appropriate cleaning solution.

Vacuums all carpets.

Cleans sinks, toilets and mirrors in all restrooms.

Refills paper towels, toilet paper and soap in all restrooms.

Empties all trash containers in classrooms, offices, restrooms and hallways and replaces plastic liners.

Removes all trash and disposes of it in the dumpster.

Checks the boiler and air conditioning units to make sure that they are working properly.

Arranges tables, chairs and audio-visual equipment as directed.

Dusts horizontal surfaces, cleans windows and walls, and replaces light bulbs.  
Washes tables and chairs.

Picks up litter and cleans trash and debris from around the academy.  
Mows the lawn and rakes leaves.

Removes weeds.

Removes snow from the front and side steps, the handicapped ramp and sidewalk. Spreads sand and salt as needed.

Keeps track of the condition of the academy and advises the Deputy Commissioner of the Training and Research Division when repairs are needed.

Performs other appropriate duties as directed.

**SUPERVISION RECEIVED:**

Receives direct supervision from the Deputy Commissioner of the Training and Research Division.

**POSITION REQUIREMENTS:**

A high level of physical energy.

Knowledge and experience in cleaning, building maintenance and groundskeeping.

Considerable working knowledge of water, heat and electrical systems.

Ability to follow directions and complete assignments.

Ability to work effectively and cooperatively with probation personnel and the general public.

**SALARY RANGE:** Beginning at: **Grade 14 - \$40, 446.98**

Please send resume and completed Trial Court Application for Employment to:

**Office of the Commissioner of Probation  
One Ashburton Place, Room 405  
Boston, MA 02108  
Attn: Director of Personnel**

Applications for Employment can be obtained at any court location or at the Administrative Office or may be downloaded from [www.mass.gov/courts/jobs](http://www.mass.gov/courts/jobs).

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**